

CITY OF HELOTES

EXTERNAL JOB ANNOUNCEMENT

Human Resources Department
12951 Bandera Road
Helotes, Texas 78023
Phone No.: 210-695-8877
Fax No.: 210-695-6520
Email: jhenckel@helotes-tx.gov

Job Title: Deputy Court Clerk (Part-Time)
Department: Administration - Court
FLSA STATUS: Non-exempt
Compensation: \$12.00-\$13.00 hourly
Opening Date: September 14, 2015
Closing Date: September 25, 2015 @ 5 pm

JOB SUMMARY:

Under general supervision, accurately enters data and processes cases involving various fine-only misdemeanors and city ordinances filed in the court. Provide a variety of clerical and/or technical non-judicial functions in support of court operations. Strong customer service and cash handling skills.

ESSENTIAL JOB FUNCTIONS:

1. Prepares cases filed with the court by importing or entering citations into the Court's case management system.
2. Accurately sort and file cases immediately after being received.
3. Update and input data efficiently on case files with notes as contact is made with defendants, judges, attorneys, officers or others.
4. Aids in organizing and maintaining case files and court records.
5. Calculates, collects, and processes fines, fees and court costs based on judicial orders or other miscellaneous charges.
6. Reviews documents presented for authenticity and accuracy.
7. Researches and verifies all incoming payments against respective citations or court documents to ensure that payment amount is correct and paid in a timely manner.
8. Provides effective communication (oral or written) on information regarding various court policies, procedures, and City ordinances in regards to fines, payments, restitutions, and status of cases.
9. Performs basic cashiering and general accounting functions such as receipting payments, researching and correcting errors in payment records, cash handling, receipt balancing, making change, and dealing directly with payees.
10. Assists in the preparation and processing of warrant documentation.
11. Performs general receptionist duties.
12. Receive, sort and distribute incoming mail and e-mails as necessary.
13. Assists and provides clear, concise, and accurate information to the public at the counter and on the telephone; refers calls and inquires to appropriate person; explains routine procedures and court functions.

14. May Prepare court dockets, including notifying parties regarding court dates, process summons subpoenas and hearing notices.
15. Review cases for compliance and prepare final disposition paperwork for Judge's signature.
16. Provide general information regarding the scheduling of court dates, driving safety course, warrants, processing cases under the directive of standing orders issued by the Presiding Judge.
17. Prepare and send pre warrant notices, notices of past due requirements, late payments, and scheduled court appearances.
18. Compile, type, record and file wide variety of court records, reports, and materials including citations, summons, warrants, letters, reports and complaints.
19. Performs any other duties as assigned.

JOB REQUIREMENTS (KNOWLEDGE, SKILLS AND ABILITIES):

- Graduation from high school or a General Education Development (GED) Certificate.
- Requires One (1) year experience of clerical/office support in an administrative office environment.
- Knowledge of court procedures.
- Knowledge of office practices and procedures.
- Ability to interpret and decipher court documents and understand legal terminology.
- Knowledge of basic mathematical principles.
- Ability to learn and have knowledge of Texas Transportation Code, Penal Code, Code of Criminal Procedures, regarding laws governing Class 'C' Misdemeanors
- Ability to perform excellent customer service
- Ability to word process at 50 w.p.m.
- Ability to follow and communicate effectively, both verbally and written
- Ability to develop and maintain effective working relationships
- Must be bondable, able to receive a Texas Notary Public Commission
- Must have ability to complete Annual Municipal Court Clerk training course.
- Valid Class 'C' Texas Drivers License

PREFERRED QUALIFICATIONS:

- Able to work under stressful working conditions.
- Computer literate
- Bilingual (English/Spanish) preferred.
- Ability to type 50 w.p.m. or more
- Prior Municipal Court experience

PHYSICAL REQUIREMENTS:

Physical requirements include occasional lifting/carrying of up to 25 lbs; visual acuity; speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Position is subject to sitting, standing, reaching, walking, twisting, and kneeling to perform essential functions. Work is performed primarily in an office environment.

WORK LOCATION:

12951 Bandera Road, Helotes, Texas 78023

WORK HOURS:

Must work Tuesdays in addition to other hours as assigned.

This job description is not an employment agreement or contract.

Management has the exclusive right to alter this job description at any time without notice.

Helotes is EOE

To apply for position both Resume and City of Helotes Job Application is required.

**Accepting application and resume by regular mail, email or fax #210-695-6520. Attention:
Human Resources**